



## **JOB DESCRIPTION**

Title: **PUBLIC WORKS CONSTRUCTION  
INSPECTOR**

Department: Public Services/Engineering

Class Code: 3055

FLSA Status: Non-Exempt

Effective Date: January 1, 2008 (Rev. 07/2008)

Grade Number: 17

## **GENERAL PURPOSE**

Under general supervision from the City Engineer or Senior Civil Engineer, performs construction inspection and quality assurance on public works projects related to general improvements to public right-of-ways. Insure compliance with City standards, codes, designs and specifications.

## **EXAMPLE OF DUTIES**

- \*-- Inspects and supervises public works construction projects. This includes assuring contractor's work conforms to the project plans and specifications. This is accomplished by inspecting the contractors work on a daily basis; by keeping a daily record of instructions given to the contractor regarding plan and specification interpretation and any required change orders; coordinating with an independent testing lab any materials testing required by project specifications; by verifying quantities for payment on contractors monthly pay request; by providing for public safety during the project.
- \*-- Inspects and performs oversight on installation of curb and gutter, ADA ramps, sidewalk and asphalt for quality of materials, workmanship, line and grade.
- \*-- Inspects trench backfill, sub-grade and aggregate base course for grade, compaction, moisture and preparation for paving.
- \*-- Reviews and issues excavations permits and inspects all road cuts, (whether for water, gas, sewer, telephone, etc.).
- \*-- Inspects and performs oversight on the installation of water lines, sewer and storm drains.
- \*-- Conducts construction site inspections for compliance with site SWPPP and City Storm Water Management Ordinance.

- \*-- Inspects and performs oversight on other agencies, utilities and contractors working within the City right-of-way to ensure public safety and protection of City facilities; reviews traffic control plans and coordinates road closures with other departments to maintain traffic flow.
- \*-- Responds to and resolves public inquiries and complaints related to public works construction projects and development.
- \*-- Inspects all aspects of subdivision construction and development; performs final inspection and acceptance of work and approves bond reductions and releases.
- \*-- Attends and participates in preconstruction meetings with department staff, engineers, contractors, developers and other organizations.
- Responds to questions from contractors on bid specifications; coordinates work with contractors and city departments.
- Assists engineering staff with surveying, drafting, specifications and bidding documents; reviews plans prior to final department approval.
- Assists engineering staff with infrastructure inventories and maintenance of records.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school and four (4) years of experience in public works construction or any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver's License. Must obtain NICET Level I Certification for Asphalt, Concrete, and Soils within six months of hire date. Must obtain NICET Level I Certification or equivalent inspector certification in Highway Construction or Underground Utility Construction within one year of hire date.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of public works construction inspection, management, methods and materials; knowledge of contract administration and pay estimates; working knowledge of methods and interpretation of soil analysis, materials, compaction and density tests; working knowledge of surveying and surveying methods; knowledge of drafting and engineering.

- Ability to read and interpret plans and specifications; ability to establish and maintain effective working relationships with employees, contractors, other departments and the public; ability to follow written and oral instructions; ability to communicate effectively, both verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database software; engineering calculator; surveying equipment; motor vehicle; phone; mobile or portable radio.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in excavations and roadways and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate to loud.

Public Works Construction Inspector  
Page 4

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\* Essential functions of the job.